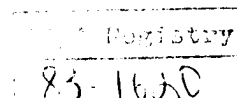


OTE 83-5057



MEMORANDUM FOR: Deputy Director for Administration

45-5

VIA: Director of Logistics

FROM:

Director of Training and Education

STAT

SUBJECT: Request for Approval to Order Classroom Draperies

REFERENCE:

STAT

1. The Office of Training and Education (OTE) has renovations scheduled for June 1983 to create four new classrooms and four new team rooms on the fifth floor of the Chamber of Commerce Building. Approval is requested for purchase and installation of draperies in these classrooms.

2. These draperies will be used on the windows in the classrooms for blackout purposes when classified and unclassified films and slides are being shown. OTE has investigated areas within the Headquarters Building with unlined draperies and has found that they are unsuitable for classroom use.

STAT

Attachment:
Requisition

Distribution:

- Orig - Addressee (return to D/OTE w/att)
- 2 - DDA w/o att
- 1 - D/OL w/o att
- 2 - D/OTE w/o att
- 2 - AD/OTE w/o att
- 2 - LOGS/OTE w/o att
- 1 - OTE/Req.

LOG/OTE: (26 May 83)

STAT

SUBJECT: Request for Approval to Order Classroom Draperies

CONCUR:

/s/ Daniel C. King
Director of Logistics

21 JUN 1983
Date

APPROVED:

for /s/ James H. McDonald
Deputy Director for Administration

24 JUN 1983
Date

Page Denied